

## Construction Estimator

### Job Summary:

As a construction estimator, you will review contract documents to prepare accurate anticipated costs of a project. You will build an ongoing relationship with subcontractors and suppliers that assist with preparing a complete estimate.

Reports to Senior Estimator

### *Duties and Responsibilities:*

- Review and understand documents to prepare construction budget by studying plans, specifications, identifying and projecting costs for each division.
- Prepare bid solicitations for applicable project trade.
- Make follow up calls to verify prospective bidder coverage.
- Attend pre-bid meetings, site visits and other meetings as required.
- Compile questions and clarifications, submit RFIs to design team.
- Perform detailed take-off and compile data to be included in the bid tabulation sheet
- Obtain and review bids and quotes from subcontractors and vendors.
- Call to clarify scopes of work.
- Prepare proposals and clarification letters for submission to potential clients.
- Build and maintain relationships with key vendors (owners, architects, subcontractors, suppliers, engineers etc.)
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks
- Contribute to team effort
- Other duties as assigned

### *Knowledge, Skills and Abilities:*

- Proficiency in mathematics, statistics and data analysis
- Excellent analytical skills and attention to detail
- Strategic planning skills
- Familiarity with different types of commercial construction
- Ability to read and interpret technical construction documents

- Excellent written communication and interpersonal skills
- Well organized and have exceptional time management skills
- Excellent Microsoft Excel , Word and Outlook skills
- Use of take off and solicitation software

Hours:

This position is Non Exempt and requires a 40 hours per week minimum. General work week is Monday – Friday 8:00 am – 4:30 pm, but may require evening and weekend hours to complete project deadlines as required.